

3/28/2003
11:54 AM

CFS MONTH-END CLOSING SCHEDULE

APRIL 2003 – Revised 3/28/03

For the following modules:

BE – Budget Execution
PR – Purchase Requisitions (Commitments)
PO – Purchase Orders (Obligations)
AP – Accounts Payable

The **April 2003 General Ledger** will **CLOSE WEDNESDAY, April 30, 2003, at 4:00 pm EST.**

After 4:00 pm EST, the modules mentioned above may begin working on May 2003 transactions; GL End Date '30-APR-2003' will no longer be available for input, so please enter April data prior to 4:00 pm EST on April 30, 2003.

For the following modules:

ALLOC – Cost Accumulation/Allocation

April's Cost Accumulation Over/Under process will be kicked off @ 4:05 pm EST on Wednesday, April 30th & currently takes from 23-26 hours to complete.

AR – Accounts Receivable
GJ – General Journal
GL – General Ledger

The **April 2003 General Ledger** will **CLOSE** on **THURSDAY, May 1, 2003, at 3:00 pm EST.**

After 3:00 pm EST, the modules mentioned may begin working on May 2003 transactions; GL End Date '30-APR-2003' will no longer be available for input, so please enter April data prior to 3:00 pm EST on May 1, 2003.

NOTE: On Wednesday, April 30th & Thursday, May 1st, please do **NOT** enter May transactions while April is still open.

SPECIAL INSTRUCTIONS for **Summary Level Transfer (SLT) & Labor Processing (GJs), including Labor Cost Adjustments (GJs)**, transaction entry:

Please do **NOT** enter **ANY** SLT or Labor GJ transactions **after 4:00 pm EST, Wednesday, April 30th or at ANY TIME on Thursday, May 1st.**

These transactions may affect the Cost Accumulation Over/Under process running at 4:05 pm EST on Wednesday, April 30th.

NOTE #1: **DISBURSEMENT PROCESS (PM102, PM103, PM206) will NOT run on the last THREE business days of the month.**

NOTE #2: **DATA WAREHOUSE reports &/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing.**

Please pass this information along to end users in your area or any others you think may be interested.